

HOW DO I SIGN UP FOR ACH DEBIT?

- Complete the EFT Authorization form at the center of this brochure. Select the ACH Debit box.
- Fax the completed form to the Idaho State Tax Commission.
- You should receive a Personal Identification Number (PIN) in about 10 days. In a separate mailing you will also receive instructions and information on payment options.
- Once you choose your payment option, select the day you want your payment withdrawn from the bank. You must complete the payment process no later than 3:45 p.m. MST the business day before payment is due.

HOW DO I SIGN UP FOR ACH CREDIT?

- Complete the EFT Authorization form at the center of this brochure. Select the ACH Credit box.
- Fax the completed form to the Idaho State Tax Commission.
- We will fax you the Tax Payment Addenda Record (TXP) information your bank needs to send us payment.
- Take the Tax Payment Addenda Record to your bank and request ACH Credit set-up.
- Select the day you want your bank to submit the amount due to the state. Your bank should send the payment at least one day before the due date.

IF I PAY TAXES BY EFT, WHAT SHOULD I DO WITH THE PAPER FORMS?

You do not need to file additional paperwork when you pay by EFT for the following taxes:

- individual income tax estimates
- business income tax estimates
- income tax withholding payments



You must e-file your return or send us a completed paper return if you pay by EFT for taxes not listed previously. If you send the paper form, please write “ACH” on the upper right-hand corner of the form.

DO I HAVE TO PAY TAXES BY EFT?

If you owe taxes (excluding personal income tax) of \$100,000 or more, you are *required* to use ACH Debit or ACH Credit. However, anyone who owes taxes may pay by EFT regardless of the amount owed.

WHAT HAPPENS IF I OWE \$100,000 OR MORE AND DON'T USE EFT?

If you do not pay by EFT when it is required, we will charge you additional interest and may charge a \$500 penalty.

NEED HELP?

You can find information on our Web site at tax.idaho.gov or call us at 334-7660 in the Boise area, or toll free at (800) 972-7660.



This brochure was prepared by the Idaho State Tax Commission. It does not provide comprehensive explanations of Idaho tax laws or rules. Specific questions should be addressed to the Idaho State Tax Commission.

Costs associated with this publication are available from the Idaho State Tax Commission in accordance with section 60-202, Idaho Code.

Tax Commission IDAHO

ELECTRONIC PAYMENTS THROUGH ACH DEBIT • ACH CREDIT

HOW DO I PAY TAXES ELECTRONICALLY?

You can make an Electronic Funds Transfer (EFT) of money from one bank to another through either ACH Debit or ACH Credit.

ACH (Automated Clearing House) is a nationwide network used by the Federal Reserve to handle electronic payments. Electronic payments are a safe and efficient way to make tax payments.

WHAT ARE ACH DEBIT AND ACH CREDIT?

When you use ACH Debit, you authorize how much and when the state can take money from your bank account to pay your taxes.

When you use ACH Credit, you tell your bank how much and when to send money to the state to pay your taxes.

HOW MUCH DOES IT COST?

ACH Debit is *free*.

ACH Credit fees vary, depending on your bank. Some banks offer software that allows you to initiate your own payments from your computer.

Idaho State Tax Commission — Electronic Funds Transfer (EFT) Authorization

SECTION 1: PLEASE SELECT ONE OF THE FOLLOWING EFT OPTIONS

☐ **ACH Debit** (Complete all sections and fax application to 208-334-7625)

• OR •

☐ **ACH Credit** (Complete Section 2 only and fax application to 208-334-7625)

SECTION 2:

Taxpayer or Business Name		Date
Contact Person	Phone Number	Fax Number
Street or PO Box address		City/State/Zip
Signature (Required for ACH Credit)		

SECTION 3: ENTER ANY TAXPAYER ID NUMBER(S) THAT YOU WISH TO PAY BY ACH DEBIT

PART A: PLEASE LIST ALL IDAHO ACCOUNTS/PERMITS/LICENSE NUMBERS YOU WOULD LIKE TO PAY BY ACH DEBIT

FEDERAL/STATE CODE 65

(1) _____

(2) _____

(3) _____

For the Idaho numbers listed above, you can make EFT payments for the following taxes:

Tax	Tax Code	Tax	Tax Code
Beer	06316	Kootenai Co. Local Option	04037
Cigarette	07215	Nez Perce Local Option	04038
Employee Withholding	01109	Sales Tax/Use Tax	04008
Fuel Distributor	05114	Tobacco	07313
Greater Boise Auditorium	04812	Travel & Convention	07411
IFTA	05931	Wine	06217

PART B: ENTER ANY TAXPAYER ID NUMBER(S) THAT YOU WISH TO PAY BY ACH DEBIT

FEDERAL/STATE CODE 63 TAX CODE

Corporate Income	EIN: _____	02005
Estate	SSN: _____	20310
Kilowatt Hour	EIN or SSN: _____	20219
Mine License	EIN or SSN: _____	10318
Unclaimed Property	EIN: _____	20006

FEDERAL/STATE CODE 64 TAX CODE

Individual Income	SSN: _____	01001
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SECTION 4: (REQUIRED FOR ACH DEBIT)

I hereby authorize the Idaho State Treasurer to present debit entries into the bank account and the depository referenced below. These debits will pertain only to ACH Debit payments that I/we have initiated for payment of Idaho taxes.

Your Bank Account Number _____ Your Bank's Route & Transit Number _____

Authorized Signature _____ Title _____